

Cambridge University Cycling Club Constitution

Passed at the Annual General Meeting on the 11th June 2015

1. Name

The name of the club shall be “Cambridge University Cycling Club” herein after referred to as “the Club”.

2. Object

The Club shall exist to further interest and participation in all aspects of cycling.

3. Affiliation

a. The Club shall be affiliated to British Cycling, British Universities and Colleges Sport (BUCS) and Cycling Time Trials, and any other appropriate cycling body as decided by the committee.

b. The Club colours shall be as registered with British Cycling.

4. The Constitution

a. A copy of the constitution shall be kept by the General Secretary and shall be available for any Member of the Club to view on the club website.

b. Amendments to the constitution may only be made by majority vote at an Annual General Meeting (AGM) or Extraordinary General Meeting, for which at least ten Club Members must be present. Amendments must be made available to view by Club Members no fewer than 24 hours before the AGM.

5. Membership

a. The Club Membership shall be open to any matriculated Member of Cambridge University. Other persons may join at the Committee’s discretion.

b. The Club reserves the right to elect honorary life Members on the grounds of exceptional national level performance when the prospective Member is no longer in statu pupillari, for services rendered to CUCC beyond the call of duty or for other outstanding reasons, in keeping with current honorary Members.

c. The Committee reserves the right to refuse or revoke the Membership of any person or group of persons for which it has good reason.

d. Membership matters shall be the responsibility of the Junior Treasurer but are under the final authority of the Committee.

e. Membership fees shall be as determined at the AGM.

6. Honorary Members

- a. Any past Member of CUCC may be nominated to be an honorary Member of the club, provided the relevant criteria outlined in the section entitled 'Membership' have been met. Election to honorary Member status will be by unanimous Committee vote.
- b. Honorary Members will have equal rights to any offers, subscriptions or other benefits that sponsorship may bring.
- c. Honorary Members shall not be liable for Membership fees.
- d. A copy of the current list of honorary Members shall be lodged with the Senior Treasurer to ensure continuity of record keeping.
- e. The period of honorary Membership will be life.

7. Club Governance

- a. The running of the Club shall be the responsibility of an elected Committee, herein after referred to as the "Committee", and advised by a group of former Club Members, herein after referred to as the "Senior Committee".
- b. The Committee shall be elected by majority at the AGM.
- c. Committee positions may be removed by majority at an AGM.
- d. Two Members may jointly hold a post on the Committee.
- e. No one shall hold more than one post on the Committee unless posts are otherwise unfilled.
- f. If a Committee Member resigns or is removed the remaining Committee Members may elect a new Committee Member by majority, or may redistribute the responsibilities between themselves and other willing Members of the Club.
- g. If two or more Committee Members resign an Extraordinary General Meeting shall be called to hold election for the vacated posts.
- h. Committee Members may be removed from their post by the unanimous decision of the other Committee Members.
- i. There shall be a Senior Treasurer who is an MA or PhD of Cambridge University and to whom the incoming and outgoing Junior Treasurers shall submit the Club accounts at the end of each accounting year for audit before the AGM. The Senior Treasurer shall not be liable for any debt or other obligation of the Club except where they have personally authorised it in writing.
- j. There shall be a Senior Committee made up of up to six former Club Members who qualify on one or more the following grounds: (i) Having Previously held a Senior Committee position (ii) Having at least a half blue in cycling (iii) Being a former Senior Treasurer. The current Senior Treasurer shall be a permanent Member. Election to the Senior Committee shall be by unanimous support of current Members of the Senior Committee. This Senior Committee shall advise the Committee on large planned expenditures, on Sponsorship, on the allocation of money for the Scholarship Scheme and to provide continuity for Club Governance.
- k. Ultimate power for making decisions shall rest with the Committee.

8. Committee Structure

a. The Committee shall consist of the following posts:

1. President
2. General Secretary
3. Junior Treasurer
4. Men's Captain
5. Women's Captain
6. MTB Secretary
7. Touring Secretary
8. Events Secretary
9. Website Secretary
10. Social Secretary

b. Responsibilities for running the Club shall be divided up by the Committee by majority decision. Suggested responsibilities of each Committee Member are as follows:

1. President:

- i. Overall responsibility for the running of the Club.
- ii. Organising Club sponsorship and liaising with sponsors.
- iii. Organising the annual Club racing kit order.
- iv. Organising the annual winter training camp for Club Members.

2. General Secretary:

- i. Acting as the Club primary point of contact.
- ii. Sending weekly newsletters and update the Club social media presence.
- iii. Organising Freshers' Fair stall.
- iv. Auditing club equipment annually.
- v. Keeping minutes of Club meetings.
- vi. Organising the annual Club casual kit order.
- vii. Ensuring Club Health and Safety documentation is up to date with both the Cambridge University Sports Department and British Cycling regulations.

3. Junior Treasurer:

- i. All financial aspects of the club.
- ii. Proposing an annual budget.
- iii. Applying for grants from the Sports Syndicate Committee.
- iv. Presenting the accounts for the previous accounting year at the Annual General Meeting and to the Senior Treasurer for auditing.

4. Men's Captain:

- i. Men's team selection.
- ii. Submitting Member details to the Sports Club Co-ordinator.
- iii. Arranging travel to racing fixtures.
- iv. Organising and advertising road training sessions.
- v. Representing the Club at Men's Blues Committee meetings.

5. Women's Captain:

- i. Women's team selection.
- ii. Organising track training sessions.
- iii. Representing the Club at Women's Blues Committee meetings.

6. MTB Secretary:

- i. Organising MTB race entries.
- ii. Arranging travel to MTB racing fixtures.

7. Touring Secretary:

- i. Organising weekend away training sessions.
- ii. Advertising training weekends to Members.

8. Events Secretary:

- i. Organising Freshers' Time Trial (TT) at the start of Michaelmas.
- ii. Organising Cuppers TT in Lent.
- iii. Organising BUCS 10 and 25 mile TTs on alternative years.
- iv. Organising weekly turbo sessions.
- v. Keep Club equipment in order and inform General Secretary of any equipment issues.

9. Website Secretary:

- i. Maintaining the current Club website.
- ii. Liaising with the Committee to update website with information about races.

10. Social Secretary:

- i. Organising a Club Christmas Dinner at the end of Michaelmas.
- ii. Organising a Varsity Dinner after the BUCS 25 mile TT if Cambridge is hosting the BUCS 25 mile TT.
- iii. Organising a Club Annual Dinner at the end of Lent if Cambridge is not hosting the BUCS 25 mile TT.

9. General meetings

- a. The Annual General Meeting (AGM) shall be held in the Easter Full Term.
- b. Extraordinary General Meetings may be called at any time during Full Term at the request of at least five Members of the Club.
- c. General Meetings shall be open to all Members of the Club and at least one week's notice must be given.
- d. A simple majority of the Members present shall reach all decisions, except the dissolution of the club.

10. Elections

- a. Nominations for officer positions shall be presented to the General Secretary before the deadline set annually at the end of Easter Full Term.
- b. The nominations for elected positions shall be published no less than 24 hours before the AGM.
- c. Voting shall be by simple majority, by secret ballot. Committee positions shall be voted for in order of most senior to least senior as laid out in the section entitled Committee Structure.
- d. In the event of a tie, the role can be split or put to a revote, at the discretion of the Committee.
- e. If a nomination for a post has not been received, or the position is unfilled following the election, the responsibilities of the role shall be split between the other Members of the new Committee, or an election will be held at a Special General Meeting at the earliest reasonable date.
- f. Any elected Member of the Committee may be removed from a position by way of a two-thirds majority vote of Members present at a General Meeting.
- g. Committee Members will remain in their posts after the election until the end of the Easter Full Term in which the election takes place.

11. Scholarship Scheme

a. Individual Club Members may be given financial support to cover the cost of race entries, travel to races and when purchasing Club racing kit. Members receiving Scholarships shall be selected by the Senior Committee on the following criteria:

i. No Scholarship - Member who does not wish to compete, those who wish to compete but have no prior race experience or those whose previous competition performances currently do not merit support.

ii. Level 1 - Lower category riders with limited experience but the potential and ambition to improve rapidly.

iii. Level 2 - A rider already achieving results in top regional level races and starting to show signs of being competitive at National level.

iv. Level 3 - Riders who are already highly competitive in high level National competitions and international events.

b. The amount of financial support given to Members deemed to be at each of the Levels shall be decided by the Senior Committee.

c. Sponsorship shall be in the form of subsidy for expenses as a direct result of competing in the sport and not in the form of cash handouts.

12. Club Finances

a. Club income shall arise from (i) University grants (ii) External Sponsorship (iii) The Club Membership Fee (iv) BUCS, for hosting races (v) Other income.

b. Club expenditure shall be allocated by the budget decided by the Junior Treasurer. Usual expenditure shall be on (i) Race Entries (ii) Purchase of equipment (iii) Subsidy of Club Kit (iv) The Scholarship Scheme.

13. Club Colours

a. Club Colours for racing kit shall be Cambridge Blue and of a design agreed upon by the Committee.

b. The Club emblem shall be a left-facing Cambridge Lion in red and outlined in black. The design is to be administered by the President.

c. The Club tie shall be Cambridge Blue with narrow diagonal white and red stripes. The design is to be administered by the President.

d. All Blues of the Club shall be entitled to wear a Cambridge Blue Flannel Blazer with a Cambridge Lion and the letters CUCC in Old English Font under the lion, all embroidered on the pocket.

e. All Half-Blues of the Club shall be entitled to wear all of the above, in half-blue colours.

14. Intercollegiate competition

- a. There shall be a yearly intercollegiate “Cuppers” TT organised in Lent Full Term. This is the responsibility of the Events Secretary.
- b. There shall be an Individual Men’s, Individual Women’s, Men’s team and Women’s team prize, where a team constitutes riders of the same College.
- c. Those competing in Cuppers must be current undergraduate or postgraduate students at their respective Colleges and need not be Members of the Club. Competitors not qualifying on these grounds may race if a majority of the Committee is in favour of them doing so,

15. Dissolution of the Club

- a. The Club shall only be dissolved by a two-thirds majority vote of all Members taken at a General Meeting for which no less than 1 weeks’ notice shall have been given of the proposal.
- b. In the event of dissolution, all assets of the club shall be transferred to charitable organisations determined by a majority vote of the Members.